

Welcome to Sungate.

There are various packs of very important information that make up the Sungate “Document Pack”. This cover letter gives a brief summary of the content of each of the packs, and, the intent of each pack.

The ‘**Document Pack**’ is made up of five separate components as listed below.

Each of these five components is a ‘standalone’ document in its own right, yet together they provide an overall comprehensive manual describing the desired character, the unfolding of and physical outcome, the day to day living experience, and the management tools for conduct in the Sungate environment.

The first two components, the **Constitution/Articles of Association** and the **Estate Rules**, address behaviour and ‘good manners’.

The third component, **Precinct Plans**, addresses issues pertaining to desired character and spatial design. These are effectively the Town Planning documents.

The fourth component, **Design Review Process** and **General Architectural Guidelines**, describe the construction plans review process, from application to approval.

The fifth component, **General Documentation** and **Application Forms**, are simply management tools and provide structure.

The intention of the ‘Document Pack’ is initially to give a comprehensive overview of the Sungate Development as a whole.

Once this has been understood by prospective, as well as legitimate land owners, they can focus on specific aspects of the development, their own property, and then the day to day living experience.

Or, put another way, the ‘Document Pack’ gives owners, and prospective owners, the opportunity to see the vision for Sungate in its entirety, and then to see how they and their property(s) are located within this vision.

This should enable them to partake in the vision, and to understand the role they personally play in realising and contributing towards the vision. Their “contribution” is very important.

The individual components of the ‘Document Pack’ are further described below.

1. Sungate Owners Association Constitution / Articles of Association

This component is an in depth document, which outlines each owner’s legal right and obligation as a member of the Association from the date of Transfer.

2. Estate Rules of Sungate Township

This component describes the code of conduct to which owners will be bound. In addition the administrative details ensuring the running operations are described, covering issues such as finance, tenants, property transactions, conditions of title and security.

3. Precinct Plans: Phase1 (Development and Architectural Controls and Guidelines)

This component is a comprehensive document which articulates the vision behind the Sungate Development, and then translates this into clear spatial objectives, which describe the desired character and outcome. The vision is articulated from the general to the specific. This document is structured in a similar way. Consequently owners are initiated into the general high level understanding and large scale vision of Sungate.

The document then gradually focuses onto the more specific, up to the point where controls and guidelines are specified, with the intention to provide direct guidance in developing individual properties. The intention of this is for owners to take ownership not only of their physical properties, but also of the greater vision and desired character. In addition it is the intention to provide owners with the tools to physically create this vision as they interpret it.

It is therefore important to note that it is not the intention of this document to restrict creativity, inventiveness and initiative. Rather, just the opposite, to encourage it by providing the tools for working within the freedom of a shared vision. This is a very important component of the ‘Document Pack’, and if used to its proper potential it can ensure that the development will achieve a value enhancement far exceeding the ordinary.

4. Design Review Process and General Architectural Guidelines

This document is a like a handbook. It provides a practical guide to the processes and requirements of gaining the necessary approvals, submitting the necessary technical documentation for building work, the administration of construction work, and the monitoring of as-built documentation.

5. General Documentation and Application Forms

There are multiple administration documents in this pack.

All be used at some stage in the process from transfer to completion of the client’s structure on their property (such as the Architects and Contractors Code of Conduct; Application forms for Water and Electricity; Inspection notices; Professional Team info etc.).

INTRODUCTION

BEHAVIOUR AND
GOOD MANNERSDESIRED CHARACTER AND
SPATIAL DESIGN

DESIGN

MANAGEMENT